

*cover*SPECIFICATIONS FOR SECURITY DESK TRAY

✓ GENERAL: Trays shall be fabricated of 24 gauge sheet steel ~~with welded and
riveted to assure~~ rigid and durable construction. The hinges shall be separable but the box, when closed, shall be tight and secure. Shall be made in two sizes as follows:

(a)	<u>Clear Inside Measurements</u>	<u>Outside Measurement</u>
	height, $2\frac{1}{2}$ " (exclusive of lock work)	
	length, $15\frac{1}{16}$ "	Not over $15\frac{1}{4}$ "
	width, $9\frac{13}{16}$ "	Not over $10\frac{1}{16}$ "
(b)	height, 4" (exclusive of bolt work)	Not over $15\frac{1}{4}$ "
	length, $15\frac{1}{16}$ "	Not over $10\frac{1}{16}$ "
	width, $9\frac{13}{16}$ "	(including carrying handle)

(approx) hour
BODY CONSTRUCTION: Shall be formed of one piece of metal with the flaps for corner welds being on the outside and all exposed edges hemmed. The back end shall be doubled and hemmed at the top and then so formed as to make a jamb hinge piece. The front end shall have a flared opening, the $2\frac{1}{2}$ " size being 4" wide $\frac{3}{4}$ " up from the bottom and $8\frac{1}{2}$ " wide at the top; the 4" size being 4" wide 1" up from the bottom and $8\frac{1}{2}$ " wide at the top. Label holder shall be stamped on the left side as shown to receive an identification card $7/16$ " by 2". (Formed locking bolt sockets shall be built in at each top front corner to properly engage the locking bolts. A 1" diameter removal port hole shall be cut in the bottom $1\frac{1}{2}$ " back from the front mid way between the sides.) The back end shall be properly slotted to receive the cover flap when the cover is placed under the tray. The 4" tray to be equipped with a carrying handle.

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COVER CONSTRUCTION: Shall be formed of one piece of metal with flaps for corner welds being on the inside and all exposed edges hemmed. (The back end shall be doubled and hemmed with sufficient metal projecting under the top to be welded at the exposed edge and formed to make a close fitting hinge piece to interlock the jamb hinge section of the bottom. The hinge section to be rigid and secure when locked and to permit the removal of the cover for day use.) The front end shall be so formed as to completely close the front when locked and have an integral flap to go down $\frac{1}{4}$ " beyond the bottom of the front opening to strengthen and close the end from pilfering.) The sides of the cover shall be $7/16$ " high at the hinge end and 1" high where it meets, and is welded to the front end. (A substantial bed plate shall be welded to place for receiving the lock and contiguous lockwork with the necessary brackets for supporting the locking bolts.)

LOCKWORK: The lock shall be very durable with 7 pick-resistant levers and possible of 200 master key changes and 1,200 operating key changes. The keys shall be $1/16$ " thick. They shall be master keyed in groups of 10 or more as required. One master key shall be furnished for each group and a pair of keys for each tray. A bed plate fitted with necessary screws, fulcrum posts and key wards shall be welded to the inside face of the

cover, also suitable guides at each side for the locking bolts. The lock shall be fitted with a suitable extension piece to connect with the two bell cranks which in turn will be connected to the two locking bolts and when assembled will form a durable, secure and free working, double acting locking mechanism to properly engage the bolt sockets on the tray section and in the locked position will be close fitting and easily operated.

CONDITION: All corners shall be well rounded. All inside and outside surfaces shall be free of any burrs, sharp projections or snags. All hems and flaps shall be well ironed out and smoothed. The handle and identification label holders will be free from projections. When completed the top and bottom surfaces will be flush and smooth so no damage will occur to desks or table top finishes. Ends and sides will also be smooth and flush.

FINISH: All surfaces inside and out will be properly cleaned and prepared then given a prep coat of bonderizing material and a finish of neutral grey or neutral maroon and brought to a good furniture finish. Color samples will be supplied by the successful bidder prior to filling the order. The top and bottom surfaces will be given a substantial and durable coat of nylon flexing of a matching color, care being taken to have the edges well flexed for protective purposes. When properly dried the loose flexing will be fully removed to prevent dusting in use.

PACKAGING: The pair of keys will be placed in an envelope and then placed inside the corresponding box which will be left unlocked. Each box will be individually wrapped with good quality kraft paper and cartoned in lots governed by the mastered keyed groups. Cartons will be properly identified as necessary. Special instructions will be given for transmission of the master keys.

DELIVERIES: Made to the Agency warehouse at Franconia, Virginia.

METHOD OF USE: During the day, the cover will be nested under the tray, with integral flap hinged thru the slot in the back of the tray to permit the ready use of the removal port and used as a convenient desk tray. If conditions permit, the cover may be laid aside and the tray used without it during such working hours as permissible. (When necessary to leave the tray momentarily or at lunch periods, the tray may be closed and locked for interim protection.) At the close of the days work, the accumulations may be placed within the tray using caution to:

- (1) Avoid placing any small papers which might shake or sift out of the hinge slot in the back end of the tray or contiguous to the slot.
- (2) Avoid overloading the tray or forceful closing to prevent damage to the locking mechanism or resulting trouble.

The locked tray is then ready for night storage ~~on edge in a safe~~ ^{on edge in a safe}, with the identification label exposed for convenient identification of the owner.